

NJCFS/MACS-E REPORT

INFORMATION FOR THE FUTURE USERS OF THE NJCFS/MACS-E SYSTEM

February 25, 1993

Issue 3

Training Pre-Requisites

In order to benefit from NJCFS and MACS-E training, you should be prepared before coming to class. You should not sign up for training unless you completed the following pre-requisites:

1. You should understand the Accounting and/or Purchasing function as it is currently performed in your agency. Training will not include business function training. The goal is to teach you how to process transactions into the new systems.

2. You should complete the self study modules related to the associated classroom modules. These materials will be distributed by the Agency Training coordinator 2 to 4 weeks before you attend a course. Additional preparation should include reviewing the document that describes the change from the NJFIS code block to the NJCFS code block.

3. You should have basic keyboard skills. HRDI provides training in this area. If you do not have these skills, contact HRDI for training.

4. For those Agencies currently using MACS, users should have received MACS training.

Focus Reporting

A series of files that are used for ad hoc reporting in NJFIS will also become available for the New Jersey Comprehensive Financial System (NJCFS). Some of the differences are:

- There will be a greater number of FOCUS files available. These files will

also be updated at a greater frequency than the current NJFIS FOCUS files.

- The current NJFIS FOCUS files will be replaced by the NJCFS FOCUS files as shown here:

NJFIS	NJCFS
ABM File	APPR and EXPB
RBM File	REVB
Pending	GENLEDD, BUDLEDD, FEDAID
Good Trans	GENLEDD, BUDLEDD, FEDAID
OOMASTER	OPOH and OPOL*
ORMASTER	ORQH and ORQL*

*combined into 1 file - OPOL & ORQL

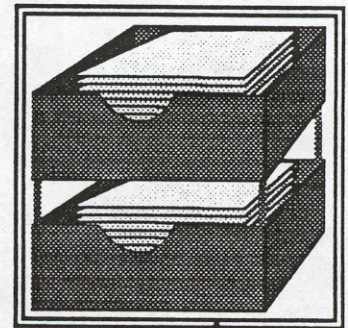
- Since a new account code structure will be adopted with the implementation of NJCFS, the NJFIS/NJCFS cross-walk tables will be provided as FOCUS files.

FOCUS informational packets that describe each of the new NJCFS tables or ledgers upon which the new FOCUS files will be based have been distributed to agency FOCUS users. The packet contains the layouts of these new FOCUS files and the pages from the NJCFS user guides that describe them.

ALSO OF NOTE: Once NJCFS tables and ledgers are made available at the main computer for use with FOCUS, OMB will no longer support the

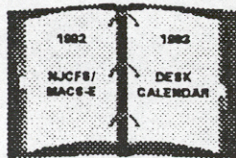
creation of agency specific files for download, as is currently done with NJFIS. FOCUS extract files created by agency personnel should be utilized for this purpose. The using agency will be responsible for creating and maintaining any additional FOCUS extracts and/or reports that they feel may be necessary.

FOCUS training is required before access is permitted to any FOCUS file. Since a backlog of training requests currently exists, requests for training should be made at the earliest date. For FOCUS training registration, contact Dwanna Florence at 609-530-8718. For additional FOCUS information, contact the OTIS Information Center's Paula Anderson at 609-530-8705, or Ken Junkins at 609-530-5864.



Forms

Many people have asked if there will be forms used in the new system. The answer is "Yes". These forms will be made available prior to the conversion of the new systems and will be listed in the user procedure manuals. Some forms will need to be retained for audit purposes, while other forms will be used to gather data. Once the data is entered in the system, the form can be discarded. This process is being finalized, and you will be informed of specific requirements when it is completed.



IMPORTANT DATES

Training Begins March 22, 1993!

MACS-E Q and A

Some of the most frequently asked questions and the answers:

1. Can blanket PB-2's still be set up or does the agency need to submit individual PB-2's?

MACS-E has a provision for setting up blanket purchase orders against contracts. Since these orders are intended for the purchase of contract items, the invoices have no expenditure limits.

2. What if we can find better prices than those under contract?

Agencies are obliged to use state contracts. In addition, they are obliged to use the Distribution Center if the item(s) to be purchased is carried there. History has shown that, for the most part, the competitive bidding process has resulted in obtaining the best prices available.

3. Please explain the reasoning for the \$150 for DPA purchases.

These parameters have been set by the Department of the Treasury. They are equal to the petty cash amount. It is possible that the limits may be increased in the future.

4. There aren't enough commodity codes to cover all the items that we need to order.

Commodity codes have been established in an attempt to cover all needs. However, if there is no commodity code for what you want to buy, the procedure is to apply to the MACS unit within the Purchase

Bureau and if warranted, a new one will be established.

5. Why have you done away with memo processing and daily reports?

There is no memo processing on the new system. Encumbrances are posted on-line, instantly updating an accounts' free balance. Therefore, there is no need to wait until the next day for a daily report.

6. Will telephone quotations still be required?

Yes, and each agency will be responsible for maintaining the appropriate documentation for audit purposes.



Training Update

Training will begin the middle of March for those Agencies who need to begin work on the system in May. All training will be conducted at one site, the Department of Personnel Training Center at 600 College Road East, Forrestal Village, Plainsboro. You will be notified by your Training Coordinator as to the dates and times for the specific courses that you will be required to attend.

Separate training courses will be held for NJCFB and MACS-E training. Courses will be taught by instructors who are familiar with the specific

requirements of each system. You will be taught the key concepts of the new system, and then be given the opportunity to practice what you have just learned on the training system. Classroom instructors, supported by technical personnel will be available to guide you through the specific processes.

This is a large training assignment. There are 2000 State employees who need to learn the new systems in order to begin the processing for fiscal year 1994. The amount of time that you spend in training will be determined by the type of work that you are currently doing today. The courses have been arranged to allow each person to pick the training that best fits their needs.

If you have any questions about this process, please talk to your training or communication coordinator. If you do not know who this person is, please call Sallie Annett at the Office of Management and Budget. She will point you to the correct individual in your department. Her number is 609-633-7283.

Remember, read your self-study materials before you come to class. You will receive detailed procedures that will help you learn to do your work with the new systems after you have completed your first training session.

When you come to class, leave time for the commute. Traffic can be pretty hectic on Route 1 during the rush hour in the morning and evening. The training site has ample parking and a cafeteria on site.